

Brigade Command Policy # 03-02

AFZNBA-CO

MEMORANDUM FOR 1st Brigade, 1st Infantry Division (Mech)

SUBJECT: Brigade Organizational Inspection Program (BOIP)

1. References

- a. Army Regulation 1-201
- b. FR Memo 1-201
- c. III Corps and FH Memo 1-201

2. PURPOSE: My purpose in publishing this memorandum is to provide a basic reference for the execution of the Command Inspection Program.

3. GENERAL: In accordance with FR Memo 1-201, the Brigade Commander is required to conduct an annual command inspection of all subordinate battalions and MSC HHCs. Battalion Commanders may count this inspection as one of the two they are required to conduct annually on their companies. The Brigade Organizational Inspection Program (BOIP) is a "working inspection" intended to identify real or potential problems impacting on the unit's METL and combat readiness. The focus will be on the systems which the battalion has in place to ensure sustainment of the following areas: maintenance, training, supply, administration, and quality of life. Inspector General, IG, inspections are another way the brigade will inspect battalions annual.

4. SCHEDULING: The Brigade S3 coordinates with the inspected battalion for a three day period to conduct the BOIP and places the event on the Brigade master training calendar.

5. INSPECTOR: All units will schedule annual inspector training through the Brigade S3 to ensure continuity of inspection standards across the brigade. The unit requesting the training will be responsible for providing the classroom and equipment for the training presentation. This class takes 1.5 hours and is designed for approximately 25 inspectors.

6. Sequence of Events

a. One week prior to the inspection, the Brigade Executive Officer and S3 conduct a coordination meeting with the inspected battalion (normally the Battalion Executive Officer). At this time, the companies to be inspected and any special areas of interest or emphasis are determined. In general, the battalion staff is inspected in all areas. Two companies will be inspected in each functional area noted in FR Memo 1-201, as well as areas of particular concern to the Brigade Commander. Any additional areas that the Battalion Commander desires Brigade Staff to inspect should also be addressed at this meeting.

b. After this coordination meeting, the Brigade Staff officers coordinate with their counterparts in the inspected unit to set an inspection time. The Brigade Staff principals report these times to the BOIP coordinator NLT two days prior to the inspection.

c. DAY 1: Inbrief / Inspection

(1) Inspected Battalion Commander briefs his assessment of his battalion (i.e. strengths weaknesses, or other observations).

(2) Brigade Commander and staff inbriefs the Battalion Commander, staff, and Company Commanders.

- (3) Brigade Staff inspects all functional areas at the battalion levels.
- d. DAY 2: Inspections
 - (1) Brigade Staff conducts scheduled inspections of two company's functional areas.
 - (2) Brigade Staff back-briefs Brigade and Battalion Executive Officers on findings in areas inspected that day.
- e. DAY 3-4: Outbrief Preparation
 - (1) Inspections are completed.
 - (2) Brigade Staff Prebriefs Brigade Executive Officer / Brigade Commander
 - (3) Brigade Staff coordinates with the units to be reinspected.
- f. DAY 5: Outbrief
 - (1) Brigade CIP coordinator compiles staff inspection reports and prepares outbrief.
 - (2) Battalion Commander is outbriefed by the Brigade Commander and Staff.
- 7. Conduct of Inspection
 - a. The Command Inspection Checklist (i.e. IG inspection guidelines by functional area), will be used during the BOIP.
 - b. Inspectors conduct out brief with the inspected Company Commanders the day of the inspection.
 - c. Individuals or sections of particular excellence during the inspection will be noted and addressed during the outbrief.
 - d. A detailed out brief of the inspected battalion is conducted on the last day of the BOIP.
 - e. Approximately two weeks after the inspection, a written AAR packet will be provided to the inspected unit.
 - f. Brigade provides the Fort Riley IG with a copy of the inspection results NLT 60 days after completion of the inspection.
- 8. Sample slide format for Brigade inspectors will be distributed by the BCT S3 two weeks prior to the inspection.
- 9. The Brigade proponents and general listings of the evaluated areas are contained in ANNEX A. (Evaluated Areas).
- 10. "Devil Brigade!"

1 Encls

//original signed//
BART HOWARD
COL, AR
Commanding

Enclosure 1 to BOIP (evaluated Areas)

PROPONENT	AREA
<u>Brigade S1</u>	Awards Leave Control Promotions NCOER / OER Management Flags SRP Packets Weight Control Family Care Sponsorships SIDPERS Personnel Register Re-enlistment
<u>Brigade S2</u>	Intelligence Training Topographic Training ADP Security CCI Security Information Security Personnel Security Security Education Motor Pool Physical Security Arms Room Physical Security
<u>Brigade S3</u>	Movement Packets Troop Schools External Evaluations Individual Training Eval Program NBC NCOES NCODP / OPD Physical Fitness SATS Training Management Weapons Training
<u>Brigade</u>	S4Arms Room Operations (include small arms repair parts management) Property Book Accountability Unit Movement Planning Maintenance SOP Property Adjustment ULLS / TAMMS / PLL Class V Management Haz Mat Mgt TUFMIS / Fin Mgt Installation Property AOAP

ANNEX A to BOIP (evaluated Areas)

Brigade S4

Class III Management
Unit Drivers Training
Inventories SKO
Clothing and Equipment
Supply SOP
DA 2408-4
DFAC Opns
Field Mess
PMCS skills
Property Account
TAMMS (ULLS)

Brigade Signal

Calibration
Signal Personnel Tng
Vehicle Radio Sys
Vehicle Intercom Sys
COMSEC Equipment
MSE Equipment
Stand-Alone Equip
Remote systems
Wire
Reeling
Switchboard / phones
Antenna systems
Backpack radios

Brigade Surgeon

Aid Station Operations

Brigade Chaplain

Chaplain Activities
Family Support Group